



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-025

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Voucher Examiner - USAID

OPENING DATE: Monday June 4, 2007

CLOSING DATE: Sunday June 17, 2007 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-7

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Voucher Examiner in the Executive Office of the USAID/Khartoum.

BASIC FUNCTION:

The incumbent receives, logs, examines vouchers received at Post. Completes documentation and send to RFMO/Nairobi for further review and clarification. Process cash payment vouchers at Post and forwards to the Embassy's Financial Management Office (FMO) for certification; reviews and examines travel vouchers; submits time and attendance to FMO; maintains payment files for each commitment/obligation document; and maintains payroll files. Incumbent is directly supervised by the Financial Specialist and the Deputy Executive Officer.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of two years of College in accounting, business administrative and other related field is required.

--Prior Work Experience: Three to five years of progressive responsible experience in voucher examining, payroll, accounting, and related fiscal work is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Fluent	Fluent	Fluent

--Skills: Must be able to comprehend and property apply voucher and payroll examining processes, detailed regulations, as well as the terms and conditions of the obligation/commitment documents. Must also be able to explain clearly and convincingly the reasons for disallowances and collections made from the claims. Efficient and effective use of computers and the Microsoft Office suite of applications is required.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

2. A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6127/6000. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

E-mail: KhartoumHROFSNDL@state.gov

Embassy website: <http://khartoum.usembassy.gov>

DEFINITIONS:

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.
Candidates will receive consideration without regard to race,
color, religion, sex, national origin, disability, age, or sexual
orientation.*

*The Department of State also strives to achieve equal employment
opportunity in all personnel operations through continuing
diversity enhancement programs.*